

EMPLOYMENT OPPORTUNITY

OFFICE ASSISTANT

The Town of Dauphin Island is requesting applications for an Office Assistant for Town Hall.

SCOPE OF WORK

1. Manages Rental Licensing & Lodging Tax collection program
2. Manages ReportIt DI Hotline
3. Maintains Food Truck Program – Calendar/scheduling
4. Assists with ALL office duties and responsibilities; answering phones, greets public, provides information to general public/contractors/residents

APPLICATION DEADLINE

Applications must be submitted by **3:00 p.m. (CST) on OCTOBER 25, 2024** to:

Town of Dauphin Island
Attn: Wanda Sandagger
1011 Bienville Blvd.
Dauphin Island, Alabama 36528

QUESTIONS AND OTHER INFORMATION

Questions regarding the information contained in this request should be addressed to Town Clerk Wanda Sandagger at email wsandagger@townofdauphinisland.org, faxed to 251-861-2154 or mailed to the address above.

The Town of Dauphin Island is an equal opportunity employer.

Health, Alcohol & Drug screen will be required prior to employment with the Town of Dauphin Island.

THE TOWN RESERVES THE RIGHT TO REJECT ANY AND ALL APPLICATIONS.